

Job Title: **Operations and Membership Assistant** (Accounting and Administration) (English/French required)

Location: Remote; anywhere in Canada (home office)

Electric Mobility Canada (EMC) is the unifying and authoritative voice for the transition to electric transportation across Canada. Founded in 2006, EMC is the national industry association that enables and accelerates the transition to sustainable electric mobility through advocacy, collaboration, education, and thought leadership, with the ultimate goal of creating a cleaner, healthier, and more prosperous future for all Canadians.

EMC is seeking a detail-oriented and organized Operations and Membership Assistant to provide support to our accounting and administrative team. The successful candidate will be responsible for performing a variety of tasks related to accounts payable, accounts receivable, project spending tracking, meeting scheduling, and other accounting and administrative duties as needed. The ideal candidate will have excellent organizational skills, strong attention to detail, and the ability to work in a fast-paced environment. English and French proficiency is required. We are a virtual organization located in Canada with staff who work from home offices. EMC is an equal opportunity employer and welcomes applicants from all backgrounds to apply.

Key Responsibilities:

- Maintain accurate records of accounts payable and accounts receivable
- Process invoices and coordinate transactions with EMC's contractors, suppliers, sponsors, and members
- Assist with month-end and year-end procedures
- Assist with budget preparation and tracking of project spending
- Maintain organized and up-to-date financial records and files
- Schedule and coordinate meetings and appointments with members and potential members
- Support on-boarding of new members with committee and engagement opportunities
- Maintain and update membership database records and provide member support for information and for payment (Membership database is [Yapla](#))
- Prepare reports and presentations as needed
- Perform general administrative duties such as returning phone calls, responding to emails, and filing documents in a corporate Teams system
- Support human resource vacation and related staffing files

Qualifications:

- Bachelor's degree or certificate in accounting, finance, project management or business administration preferred
- 1-2 years of experience in related field
- Strong proficiency with Microsoft Office Suite, particularly Excel and Teams
- Knowledge of accounting principles and practices
- Excellent organizational and time-management skills
- Strong attention to detail and accuracy
- Effective communication and interpersonal skills
- Ability to work remotely, independently and as part of a team
- Prior experience with accounting or membership software is a plus

If you are a proactive problem solver with a passion for accuracy and efficiency, please submit your application today.

Benefits:

- Competitive salary
- Health benefits plan
- Three weeks' vacation and December holiday week office closure
- Professional development opportunities

To Apply:

If you meet the above qualifications and are interested in joining our team, please submit your resume and cover letter for consideration. Please clearly indicate your proficiency in English and French in your cover letter.

Submit your application to info@emc-mec.ca to the attention of Maureen Shuell on or before May 15, 2023 with the subject line indicating the following: Application; Job title; your first and last name

We look forward to hearing from you!